

TO: Civilian Personnel Officer ATTN: NONAPPROPRIATED FUND CPO Building 207 Fort Sill, OK 73503 -0308	PLACEMENT BULLETIN #	DATE OF REQUEST
	DATE OF BULLETIN	

request to be considered for the position of: GRADE

TITLE SERIES

I understand that credit given for experience, training, education, and outside activities is limited to information contained in my official Personnel Folder. ()

Present Title, Grade, and Organization

Name and Telephone Number of Immediate Supervisor:

NAME OF APPLICANT: (Type or Print) Social Security Number

Signature of Applicant:

GENERAL INSTRUCTIONS

The information from this survey is used to help insure that agency personnel practices meet the requirements of Federal law. Your responses are voluntary. Please answer each of the questions to the best of your ability. Please print entries in pencil or pen. Use only capital letters. Read each item thoroughly before completing the appropriate code number in each box.

PRIVACY ACT INFORMATION

GENERAL

This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

AUTHORITY

Sections 1302, 3301, 3304, and 7201 of Title 5 of the U.S. Code.

PURPOSE AND ROUTINE USES

The information from this survey is used for research and for a Federal equal opportunity recruitment program to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Director, PRDC, Office of Personnel Management, Washington, D. C. 20415.

EFFECTS OF NONDISCLOSURE

Providing this information is voluntary. No individual personnel selections are made based on this information.

- ☒ Please categorize yourself in terms of the race, sex, and ethnic categories below. First read definitions of subcategories.

DEFINITIONS

The racial and ethnic categories for Federal statistics and administrative reporting are defined as follows:

ETHNICITY:

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

RACE:

American Indian or Alaskan Native. A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian or Pacific Islander. A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black. A person having origins in any of the black racial groups of Africa.

White. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

A. Race <input type="checkbox"/> (CC 19) 1—American Indian or Alaskan native 2—Asian or Pacific Islander 3—Black 4—White 5—Other (Specify)	B. Sex <input type="checkbox"/> (CC 20) 1 - Male 2 - Female	C. Ethnicity <input type="checkbox"/> (CC 21) 1 - Hispanic Origin 2 - Not of Hispanic Origin
---	---	--

PLEASE ENTER NAME AND ADDRESS BELOW

NAME

ORGANIZATION:

Previous edition is obsolete

(Date)

Dear _____

Your interest in this position is sincerely appreciated. Systematic and equitable procedures of the Merit Promotion Plan were applied in an effort to fill the position with the best available applicant. It is regretted that in this instance you were unsuccessful. It is hoped that you will apply for future vacancies for which you are qualified and interested. In considering you for this vacancy, your qualifications, as reflected in your Official Personnel Folder, were considered in determining your basic eligibility. If you qualified, your category ranking was determined by thorough consideration of such factors as level and amount of pertinent experience and training, the number and types of awards received, the degree of applicable education, self-development, and involvement in related outside activities, supervisor's appraisal of performance and potential, and the job-related, highly qualifying criteria established for the position.

The total rating process has resulted in your being placed in the _____ category. From the list of candidates referred to the selecting official, _____ was selected for this vacancy.

The following applies only if you were rated ineligible for this position and is presented for the purpose of advising of the specific reason for ineligibility and as a possible means for assisting you in qualifying for future vacancies of this nature.

Insufficient qualifying experience.

Insufficient specialized experience.

The following applies only if the position was not filled:

Request to fill position has been withdrawn for the following reason:

If you have any questions regarding this placement action, or if you desire to discuss this action or any other features of the Merit Promotion Program, please contact the undersigned for a thorough explanation. Again, your interest is appreciated.

Personnel Staffing Specialist